

**Planning Commission Meeting
Minutes
November 24, 2020 at 6:00 PM Via Teleconference**

MEMBERS PRESENT: Winfred Pieterse, Joan Schmid, Gerald Williams, & William Gunter

MEMBERS ABSENT: Delores Gibson & Glenn Roberts

OTHERS PRESENT: Matt Millwood & Debra Grant

- I. Call to Order**
- II. Roll Call** (Board Secretary)
- III. Public Hearing** (*Mr. Pieterse made a motion to open the Public Hearing; with there being no public input Mr. Gunter made a motion to close the Public Hearing and enter into the Regular Meeting; seconded by Ms. Schmid.*)
- IV. Approval of Minutes for October 27, 2020;** Mr. Williams made a motion to approve the minutes as written; seconded by Mr. Gunter, the motion carried 3 to 0 (*Mr. Pieterse was not present for the October meeting*)
- V. Commission Considerations:**

- 1. Consider and recommend the rezoning of approximately .5 acre at 1012 Front Street, from Core Commercial (CC) to Residential (R4).** Matt Millwood/City Staff told the Commissioners that the request comes from Mr. Thomas B. and Mrs. Stephanie O. McCall, they would like to rezone the property from Core Commercial to R4. The property is a double lot and it was previously called the Keith House (bed and breakfast). According to the zoning laws a property should be at least 2 acres to be considered for rezoning unless the property in question is adjacent to the requested zoning. In this case the property is adjacent to other R4 zoning. Matt stated that the zoning use chart was included in the packet on page #9. **Mrs. Stephanie McCall/Applicant** told the Commissioners that the request for the rezoning is to allow them to use this property as their primary residence, they have no intention of operating a business out of this home. **Mr. Pieterse** told the owners that the renovations are impressive and he is looking forward to seeing the finished product. **Matt/City Staff** made a correction by saying that this request will be to allow the McCall's to live in this house as a single family home, because the CC (Core Commercial district) does not allow single family dwelling, only multi family.

Motion: Mr. Gunter made a motion to recommend the rezoning of the .5 acre from Core Commercial to Residential R4, seconded by Ms. Schmid; the motion carried 4 to 0 by a roll call vote.

Discussion: Mrs. McCall asked if they should attend the Council meeting for the 2 readings. Mr. Pieterse said that they did not have to attend, but it would be good to answer any questions that may come up. (*Matt said he would call Mrs. McCall with the details of the Council meeting*)

- 2. Consider and discuss substandard lots in the West End.** Matt Millwood/City Staff told the Commissioners that there are a lot of issues with small lots, and there are more request for variances. Changes were made in the reduction of area size, from 30 % to 45 %, this was

done about a year ago, which would make a small lot buildable, however there is still a problem for most property owners. A draft of a text amendment is included in the packet (page 16), this is just for discussion and input. There is also a setback chart (page 18) will be added to the ordinance, it was a part of the zoning ordinance previously and then removed. **Mr. Pieterse** asked about the proposal that was discussed previously pertaining to the West End Development Plan, which would allow relaxing the setbacks and minimum lot sizes or to consider a new West End overlay zone that would allow building on smaller lots on the West End. **Matt** said he knows that the West End Redevelopment Group is trying to get started again. This issue is a problem that when a variance is requested the applicant has to meet the 4 criteria of that Board, and show a hardship. **Ms. Schmid** said she thinks the variance procedure is the best way to handle such cases, or can something be done from the Zoning Administration side to give approvals for setbacks. **Matt** said most of the request are for side yard setbacks and he does not feel the approvals should come from the Zoning Administrator that is something that should be handled by the BZA. **Ms. Schmid** said if this is something that could be done on the West End only and all the fire separation requirements are met, she does not have a problem with a new overlay district being established, however if this would be citywide, then the BZA variance process would be the best process and 909 not be used. **Matt** said that this issue is citywide and not just in the West End. If something happens to an existing home and it cannot be rebuilt without a variance, the BZA can't grant a variance without all 4 criteria being met. **Ms. Schmid** said that she is looking into the future and hopefully not allowing bad practices to continue. She said there are not any height restrictions listed in the new ordinance, or fire separation walls. **Ms. Schmid** said perhaps a hardship clause could be added to the variance process. **Mr. Pieterse** said there are a lot of houses that were built before the current setbacks laws were in place and that is a hardship for the home owners, however there are laws in place that would prevent owners from building higher than allowed. **Ms. Schmid** mentioned an ordinance from another area that allows homes to be built back in the same footprint, with the area outside the footprint being 1 story. **Mr. Pieterse** said this is something that will need a lot of discussion.

3. **Consider and discuss the Comprehensive Plan Task Force.** **Matt Millwood/City Staff** said that the City advertised on the website and asked around for interested parties to participate in the Comprehensive Task Force. The updates to the Comprehensive plan will need to be done next year, because that will be 10 years since it was last updated. The applications were design and there were over 20 submittals. The main goal in choosing participants was to choose people from different areas of town, and a couple of developers were also chosen. **Matt** said he would also like a couple of people from the Planning Commission to join this Task Force (no more than 3 members). **Mr. Pieterse** said he would also like to see a couple of people from the ARB on the Task Force.

VI. Board Discussion

- VII. Adjournment:** With there being no further business the meeting was adjourned.

Submitted By,

*Debra Grant
Board Secretary*